Time Attendance System

Introduction:

As per Time Attendance system employee can do the following:

1- Employee can see his reports of attendance.
2- Manager can see reports of attendance for his employees.
3- Employee can ask Attendance excuse permission request.
4- Employee can ask Lost finger print request.
5- Employee can follow his requests statuses.
6- Manager can follow his Employees requests statuses**.**

System Main Page : URL: http://timeatt.local/MyTimeAtt

Notice:

To grant System performance use any of these Browsers:

- Google Chrome Browser
- Fire Fox Browser
- Edge Browser

User can reach to any screen using Buttons on the main Page or Toolbar of it which stay on all screens.

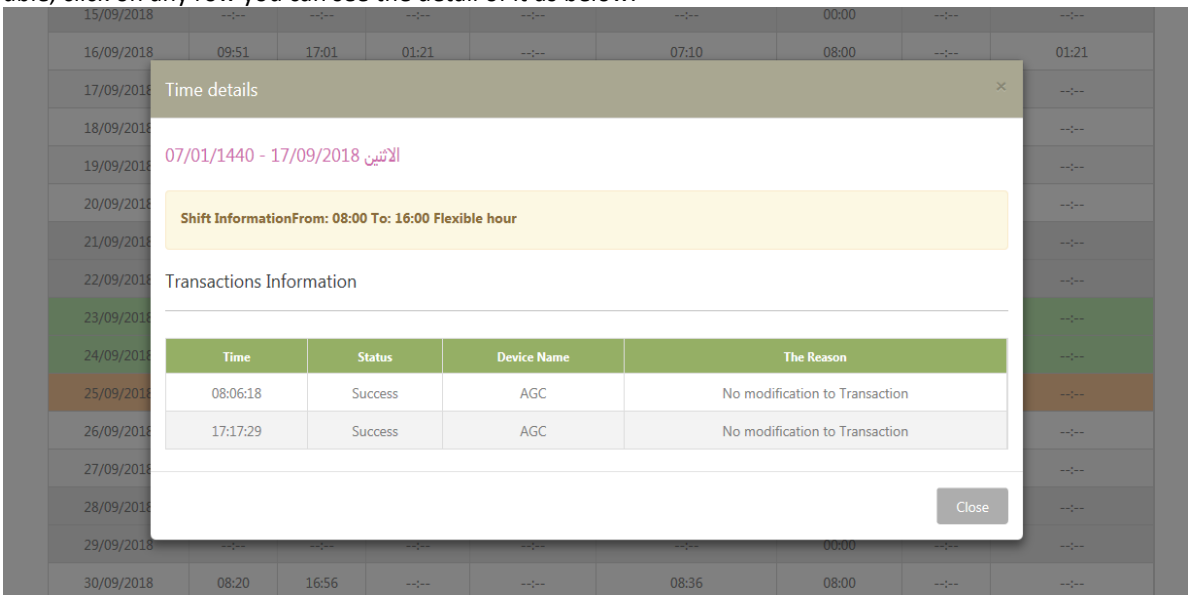
How To use the system:

1- Time attendance Report.

Date	IN	Out	Late In	Early Out	Working Hours	Required	Late	Excuse Hours
01/09/2018	--:--	--:--	--:--	--:--	--:--	00:00	--:--	--:--
02/09/2018	10:43	16:32	02:13	--:--	05:49	08:00	--:--	02:13
03/09/2018	08:14	17:06	--:--	--:--	08:52	08:00	--:--	--:--
04/09/2018	08:19	16:58	--:--	--:--	08:39	08:00	--:--	--:--
05/09/2018	08:18	16:46	--:--	--:--	08:28	08:00	--:--	--:--
06/09/2018	08:32	17:24	00:02	--:--	08:52	08:00	00:02	--:--
07/09/2018	--:--	--:--	--:--	--:--	--:--	00:00	--:--	--:--
08/09/2018	--:--	--:--	--:--	--:--	--:--	00:00	--:--	--:--
09/09/2018	--:--	--:--	--:--	--:--	00:00	00:00	--:--	--:--
10/09/2018	08:39	16:58	00:09	--:--	08:19	08:00	00:09	--:--
11/09/2018	08:17	16:40	--:--	--:--	08:23	08:00	--:--	--:--
12/09/2018	08:09	16:22	--:--	--:--	08:13	08:00	--:--	--:--
13/09/2018	08:03	16:16	--:--	--:--	08:13	08:00	--:--	--:--

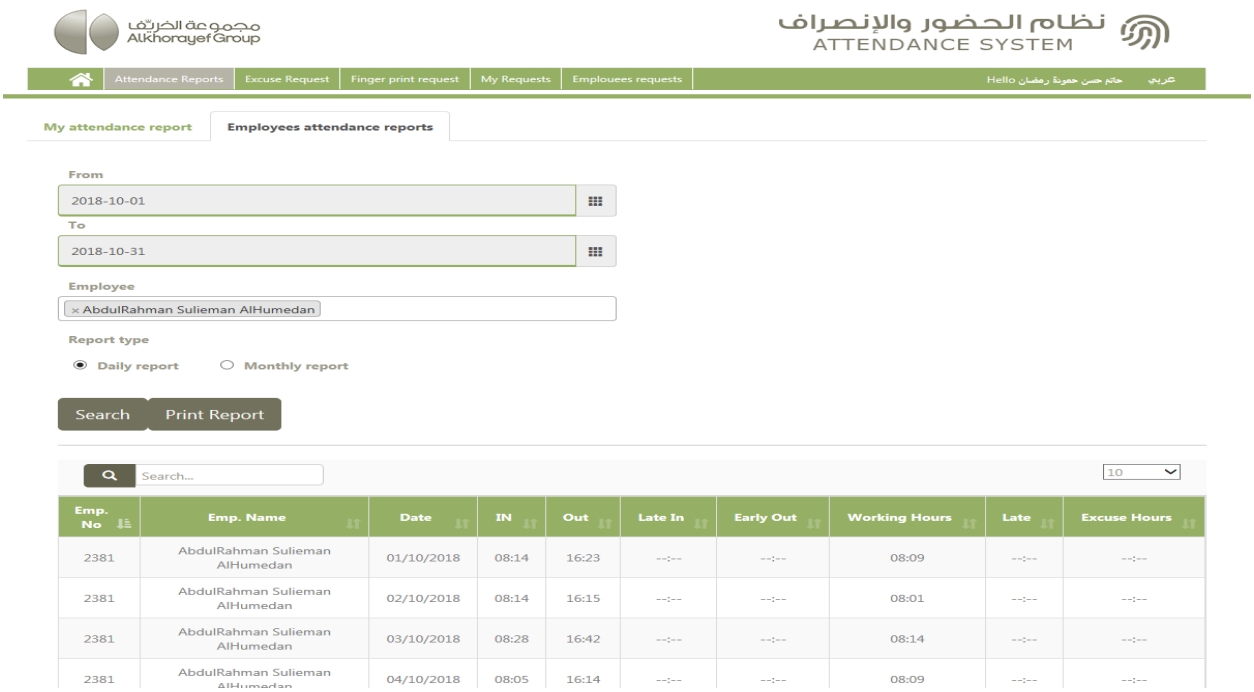
User can extract his Attendance by defining Year and Month and push button Search to present his Attendance Transactions with different colors which are defined in the Top of the page.

For example, Green Color mean that there was a Vacation for employee in that day.
If you double, click on any row you can see the detail of it as below.



User Can print the report as PDF Format if he clicks on Print Button.

IF you are a Manager and supervisor for Employees you have a TAB to get their Attendance reports as Shown:



Using this report Manager can extract Attendance transactions for period from Date to Date for specific Employee and if Employee Not selected All under supervision Employees data extracted.

Report can be daily as above or monthly as follow.

If you double, click on any employee row his detailed report extracted for the same period.

2- Excuse Request

Using this request employee can send attendance excuse permission in specific day.

There are Two types of permission personally or Work permit.

Employee should fill all fields of the request and can add an attachment if it is found To Notify the Approver with its content.

System use time 24 Hours Format. For example, if employee requires to excuse from 3:00PM to 4:00PM it should be written as 15:00 to 16:00.

When you click Add Request button. Confirmation Message will be appeared and after click on Apply Button the request will be forward to the Approver Manager and status of request will be pending Approval.

Employee can send one request per a day as per company policy and 4 requests per month as a maximum.

Employee can cancel any request if it is still within approval process using page of My requests and then choose one request and click cancel button.

3- Finger print request

Employee can send finger print Request if the system not register his punch IN or Punch Out.

Transaction type field should be selected (First IN, First Out) in case Employee has Two attendance schedule during the day he can also select (Second IN , Second Out) .

Employee should fill all fields of the request and can add an attachment if it is found To Notify the Approver with its content.

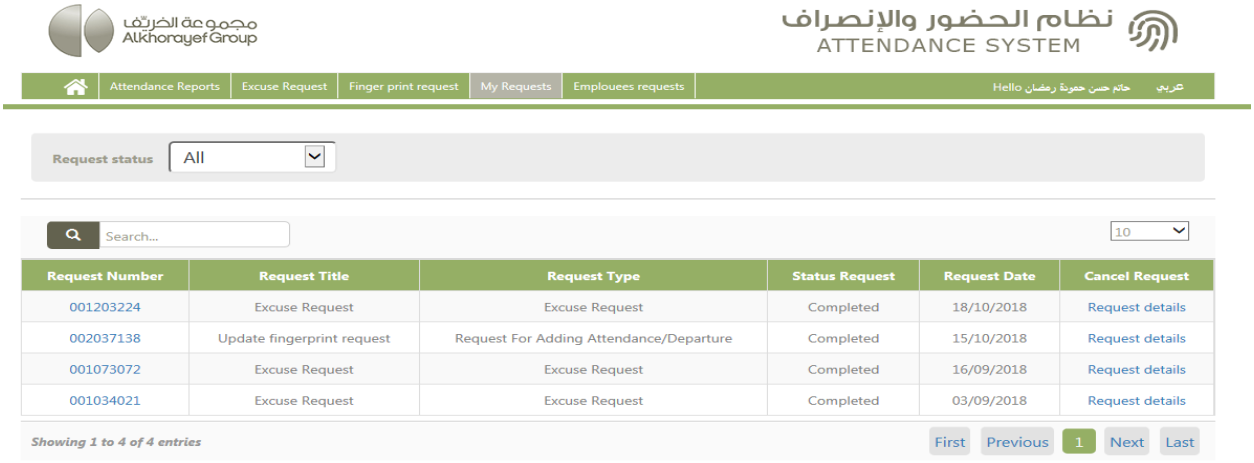
System use time 24 Hours Format.

When you click Add Request button. Confirmation Message will be appeared and after click on Apply Button the request will be forward to the Approver Manager and status of request will be pending Approval.

Employee can send one request per a day as per company policy and 4 requests per month as a maximum.

Employee can cancel any request if it is still within approval process using page of My requests and then choose one request and click cancel button.

4-My requests



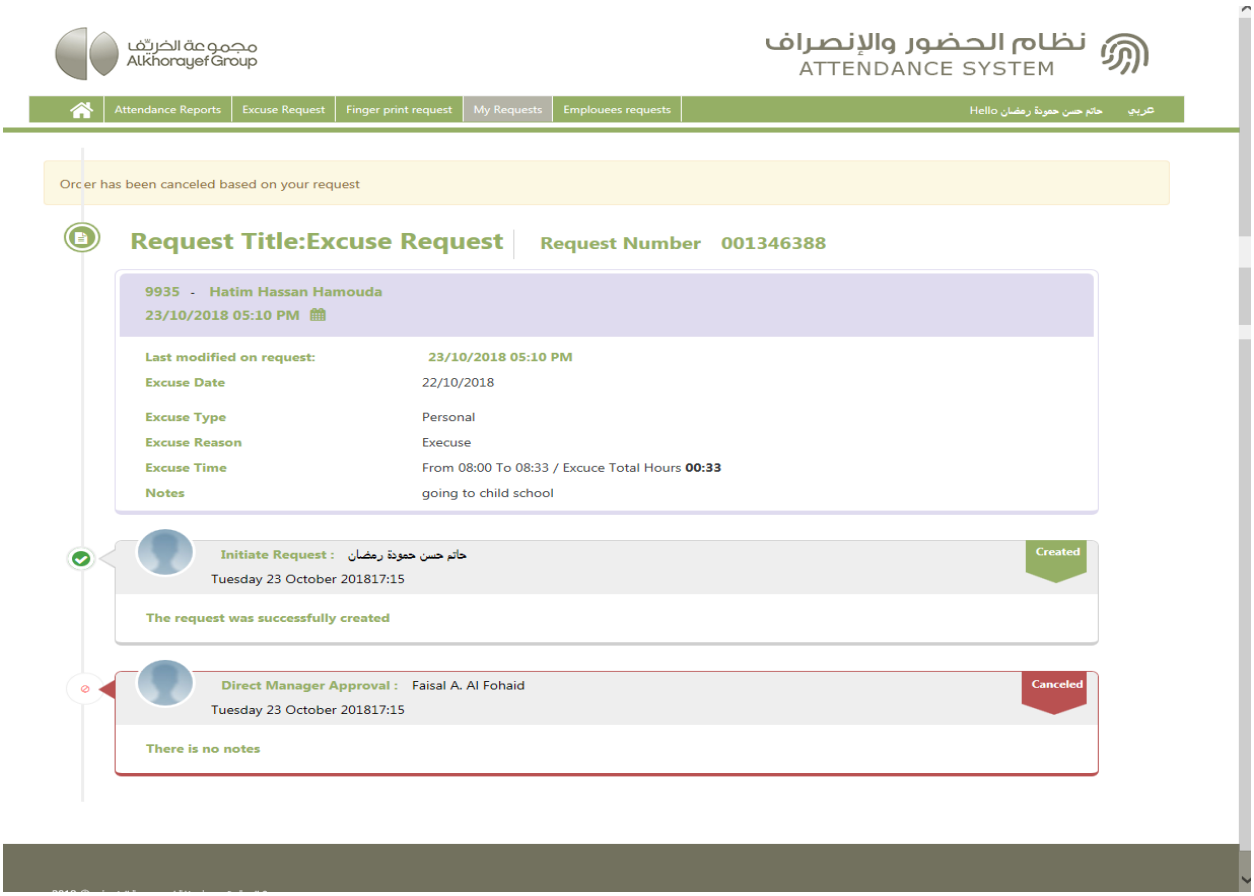
In this Page Employee can check All his requests and filter them with request status and search on them.

To show the detail of request you should click on request No or click Cancel request if you want to cancel the request if it is still pending Approval.

System redirect you to the page of request detail when you want to show the detail of request as shown.

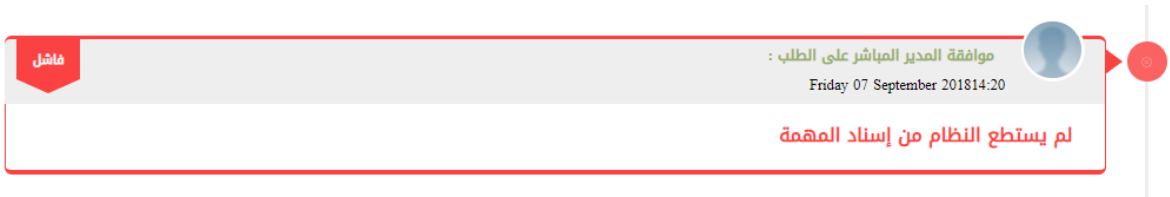
In My Request Page Employee can check the request status, where and when it is stopped, the changes applied on it and he can cancel the request and ask new one.

After cancelation of the request message on the top of the page confirm that the request canceled, and the status of request changed to be canceled.



System not consider the canceled or refused requests from the No of permitted requests as per company policy and did not apply request data on the system until the approval of the approver.

Notice:
In case of Message appear in request detail that mean the system can't identify the manager of Employee and in this case, Employee should return to HR Department Administrator.



4- My Employees Requests

In this Page manager can see All requests of his employees know the status of each request and show the detail of it.

Click the detail button the following page will appear.

Manager can approve or reject the request from the page of request detail as shown